RETREIVING CRIMINAL RECORD CHECK RESULTS

HOW LONG WILL IT TAKE?

The majority of criminal record checks will take approximately five to seven business days. However, it is important to remember that there are instances when processing time becomes extended. The main reason for this occurs when an individual's identifying information matches that of someone in the KBI Repository who has criminal history on file. When this occurs, a manual process is necessary to prove or disprove that a criminal history match exists. If you have not received criminal history results in 10 business days, please notify the Criminal Record Check Staff by sending an e-mail to: http://www.crcstaff@kdheks.gov or **fax** photo copies of the request to: (785) 296-3075, attention CRC Staff.

When confirmation is received from the Kansas Bureau of Investigation (KBI) that the individual has no criminal history on file, an E-Mail Me button appears on the Kansas Nurse Aide Registry Employment List, across from the individual's name. The facility's e-mail address must be on file with Health Occupations Credentialing in order to receive the result letter stating that no criminal history exists. To submit an initial or updated e-mail address / facility contact information, complete and mail the following form: E-MAIL ADDRESS NOTICE.doc or send the update information via e-mail to: http://www.crcstaff@kdheks.gov

Please note that only one e-mail address is maintained on file for each facility.

Match Letters (notice of criminal history on file) are attached to a KBI criminal history abstract and mailed to the facility. In cases where only juvenile offenses (other than theft) are listed, the offenses will not be disclosed and will not be attached to Match Letters.

TO RETRIEVE CRC RESULTS ON-LINE:

1.   Log on to the KDHE Health Occupations Credentialing web page
http://www.kdheks.gov/hoc, then click on the link to the Kansas Nurse Aide Registry. (Fig 1)
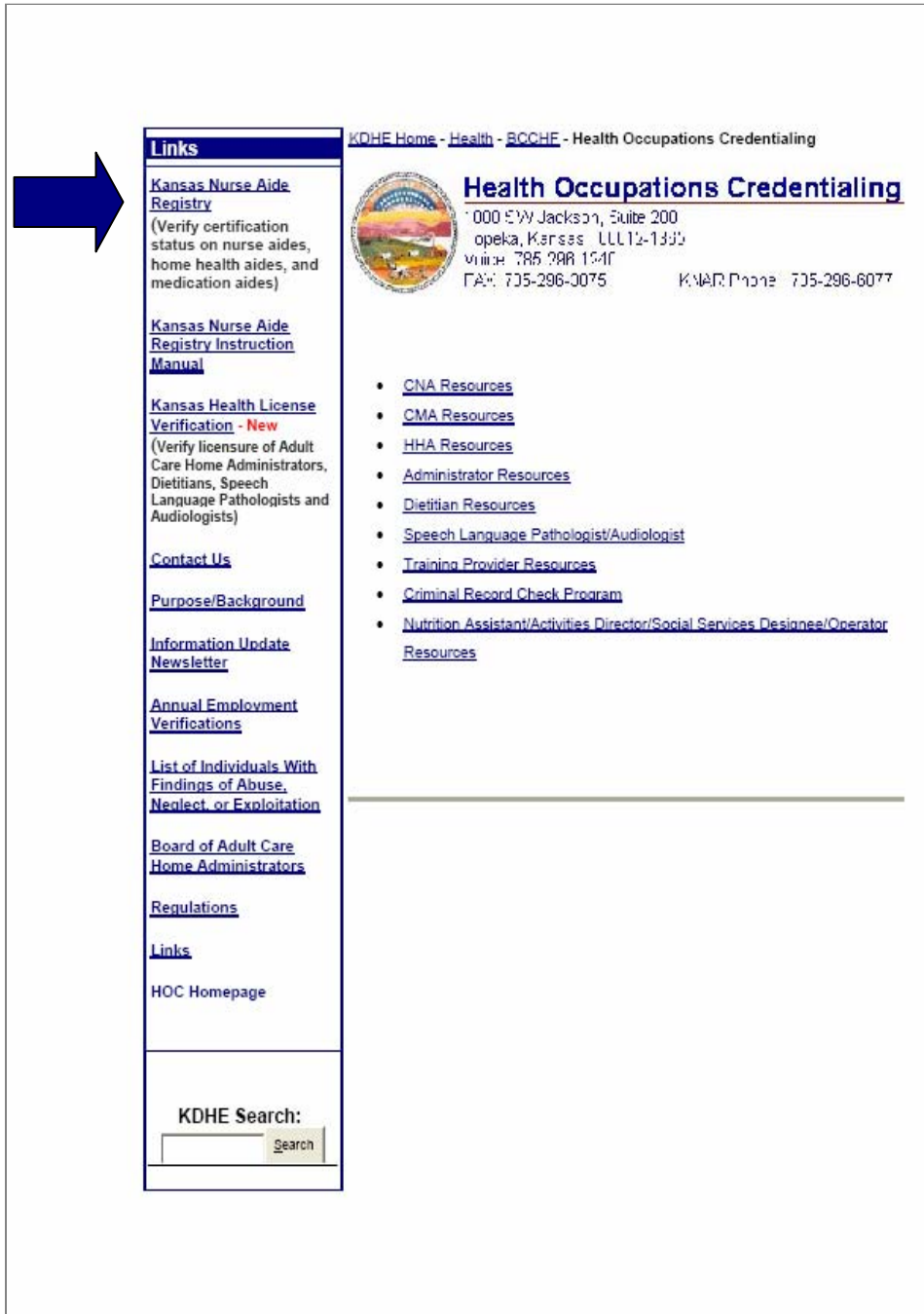
Fig 1

2.   Select the facility access option. (Fig.2)

Fig 2

3. Enter the facility ID number, without dashes or spaces and submit. (Fig 3)

Fig 3

4.   Click on "Employment List" (Fig 4)

Kansas Department of Health and Environment
Bureau of Child Care and Health Facilities
Health Occupations Credentialing

Please Select the Desired Action:

(Please use the below button to go to the Employment List Pag

Employment List

(Please use the below button to go to the Employment Verification F

Employment Verification Form

All information provided on this web page and other associated web pages is made available to provide immediate access for the convenience
reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore there is no guaran
or correct sequencing of the information. Neither this agency, nor any of the sources of the information, shall be responsible for any errors or
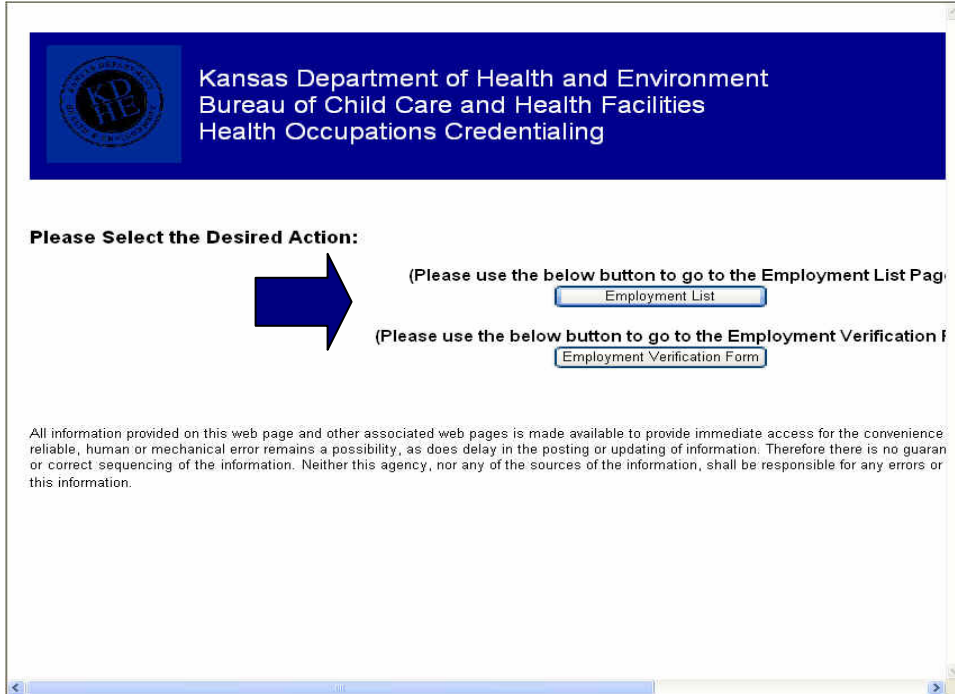this information.

Fig 4

5.   E-Mail me buttons present on the employment page let you know that criminal record check results are
ready to be sent electronically to your e-mail in box. Click on e-mail me button(s) (Fig 5)

Fig 5

6.   Log out of the Kansas Nurse Aide Registry. Go to the facilities e-mail in box and look for e-mail from the CRC staff. Open, print and file CRC results.